

**Amery Public Library Board of Trustees
Monday, May 23, 2022**

Ashley Long called the meeting to order at 5:45pm in person at the Amery Area Public Library. Also, present were Jennifer Tyman, Annie Braaten, Betty Tomasek, Greta McCarty, Linda Gale, Director Rachel Thomas & guest Eric Elkin; not present Kyrsten Hughes. A **Quorum** was established. **A motion (bt) was made and seconded (ab) to approve the agenda with the change to Youth Services Librarian not Youth Services Coordinator under Notice of Closed Session. Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Approval of Minutes: March

A motion was made (ab) and seconded (lg) to approve the Secretary's Report with the change of taking out the Via zoom option in the Next Board Meeting line. Motion carried.

Public Comments

Nothing at this time.

Friends Report

They are looking forward to William Kent Krueger coming on June 4th. Their second book sale wasn't quite as big as the last one and still trying to adjust to the free will donation versus pricing books or bags of books. They are now taking Fiction and Western books.

Library Director Report

(See attached). Rachel has interviews lined up for summer help and has one additional opening. There were 4766 checkouts; 47 new patrons; 1627 used overdrive; 148 computer sessions and 557 wireless sessions.

Personnel Report

We met with Rachel on the 10th everything is going well so far.

Financial Report

(See attached) **A motion was made (ab) and seconded (gm) to approve the Financial Report. Motion carried.**

Now Account for Audit

The accounts were reviewed (see attached). **A motion was made (jt) and seconded (bt) to approve the Now Account for Audit. Motion carried.**

Approve Vouchers

The bills were reviewed (see attached). **A motion (lg) was made and seconded (gm) to approve vouchers. Motion carried.**

Notice of closed session pursuant to Wisconsin Stats. Section 19.85(1)(c)- Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. **Youth Services Librarian:**

Closed Session: The Amery Area Public Library Board of Trustees may go into Closed Session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to discuss **Youth Services Librarian**. The Amery Area Public Library Board of Trustees will reconvene in open session. **A motion was made (jt) to go into closed session and seconded (lg) motion carried.** Affirmative: Ashley Long, Betty Tomasek, Annie Braaten, Jennifer Tyman, Greta McCarty, & Linda Gale. Also present Rachel Thomas. Negative: None. Following discussion, the board voted to end the closed session. Affirmative: Ashley Long, Betty Tomasek, Annie Braaten, Jennifer Tyman Linda Gale, & Greta McCarty. Negative: None. **A motion was made to go out of closed session (gm) and seconded (lg) motion carried.**

Discussion/Action Items

1. Closed Session Action:

A motion (gm) and seconded (lg) to approve a raise from \$19.71 to 20.50/hour for the Youth Services Librarian. Motion carried.

2. **WI General Records Schedule:**

See attached. The Historical Society of Wisconsin manages all the rules for records retention; such as how long we need to hold on to certain types of paperwork from the patrons and other legal documents. We need to get approval to destroy certain items if the timeframe is outside of the records schedule. Rachel is asking that we send in our paperwork saying that we agree to adopt the General Records Schedule. **A motion (gm) and seconded (ab) to allow Rachel to send in the paperwork to adopt the Historical Society General Records Schedule from 2017-2027. Motion carried.**

3. **Summer Reading Program:**

See attached. Rachel talked about all the activities and prizes the library is going to offer this summer for our Oceans of Possibilities summer reading program.

4. **Meeting Room Policy:**

See attached. After discussion **a motion (ab) and seconded (gm) to approve the changes to the meeting room policies suggested by Rachel marked in red with an edit to say 2 whiteboards and 1 screen, on attached sheet. Motion carried.**

5. **Honor Betty:**

We wanted to thank Betty for her many years on the library board; we presented her with a gift basket.

Next Meeting

The next regular board meeting will be on Monday June 20th at 5:45 pm, in person. We will be discussing changing the meetings to the 4th Monday of the month.

Adjournment

A motion to adjourn was made (lg) and seconded (gm). Motion carried